

## **MDSC OFFEROR CHECKLIST**

The following is a list of actions that should be used to preclude irregularities. Offerors are encouraged to use this checklist when preparing their solicitation package.

- \_\_\_\_\_ Have blocks 17a, 30a, 30b, and 30c of the SF 1449 been completed?
- \_\_\_\_\_ Has the proposal schedule been completed? Did you include a paper copy and an electronic copy with your offer?
- \_\_\_\_\_ Are decimal points in the proper place?
- \_\_\_\_\_ Have you checked the unit prices, extended prices, and total price?
- \_\_\_\_\_ Have all amendments (if any have been issued) to the Request for Proposal been acknowledged by completing blocks 8 and 15 of the SF 30 (amendment) and returning it with your offer?
- \_\_\_\_\_ Have you completed online representations and certifications via ORCA at [www.bpn.gov](http://www.bpn.gov) ?
- \_\_\_\_\_ Are you registered with the Central Contractor Register (CCR) located at [www.bpn.gov](http://www.bpn.gov) ? Is your registration current to include the applicable NAICS code (492210)?
- \_\_\_\_\_ Did you provide the information required under Solicitation Section 5.2, entitled “Proposal Instructions”?
- \_\_\_\_\_ Did you complete the spreadsheets in Appendix 5.3.2.1, “Price Breakdown”?
  - ☐ 5.3.2.1-01 MDSC Labor Pricing
  - ☐ 5.3.2.1-02 MDSC PWS Price
  - ☐ 5.3.2.1-03 MDSC DOL/CBA Pricing

**This list may not be all-inclusive. It is the offerors’ responsibility to ensure they complete and provide all required information/documentation with their offer. Failure to provide all required information may result in the offer being considered non-responsive, receiving a neutral rating, or exclusion from the competitive range.**